



Service Desk Informer

Providing Our Customers with Updates & Changes

MAY 2006

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SERVICE DESK
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Don't want to call?
Use our email option:

E-mail:
SERVDESK@DBM.STATE.MD.US



IMPORTANT YEC INFORMATION PLEASE READ AND POST

Below is considered the 'highlights' of the YEC. Please refer to the appropriate manuals for detailed instructions and other dates that you will need to know. Click on the following:

<http://compnet.comp.state.md.us/gad/default.asp>



Click on Forms and Manuals on the right side of the screen under the heading State Agencies.

Under Forms and Manuals page, scroll down until you find Appendices. Click on Appendix C - Closing Instructions - Statutory and GAAP

ADPICS 2006 YEC information is posted on the BBS under News and Announcements. If you have problems viewing this, contact the Service Desk for assistance. Instructions for accessing are on the last page of this newsletter.

HIGHLIGHTS

R*STARS will shut down at approximately 4:00 p.m. on June 30, 2006. A batch cycle will be run for the work of June 30, and the rollover of financial balances to the new fiscal year will begin.

After the rollover has been completed, R*STARS should be available on July 3, 2006. **R*STARS will not be available on July 1, July 2, and July 4, 2006.**

The last day to post fiscal year 2006 cash receipt transactions is July 7, 2006.



Visit the Bulletin
Board!

<http://www.dbm.state.md.us/bbs>

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Post final interagency cash adjustments July 14, 2006.

Agencies post final year-end closing entries July 29, 2006.

Agencies have until July 29 to record all cash transfer, account receivable, accrued revenue, voucher payable, other payable, accrued expenditure and fixed assets transactions for fiscal year 2006.

All transactions applicable to fiscal year 2006 that are recorded in July should be processed with an effective date of June 31, 2006, or earlier.

Transactions with a June 31 effective date will be posted in month 13.

In order for the **Department of General Services**, Division of Procurement and Logistics to complete the awarding of commodity and printing purchase orders before **July 1, 2006**, the following submission cutoff dates have been set:

Procurement over \$25,000 – cutoff – May 19, 2006

Procurement \$25,000 and under – cutoff – June 16, 2006

Requests received after the above dates will be reviewed on a case-by-case basis. If you have questions, please contact Myrna Harris, Program Manager, Commodities at 410-767-3586.

FY05 cut-off date for **all DBM** purchase orders is **June 2, 2005**.

Purchase orders received after this date by DBM will be reviewed on a case-by-case basis. DBM will make every attempt to accommodate your agency's needs. Substantiated emergencies will be handled accordingly.

DBM processing of FY06 purchase orders should begin on or about **July 5, 2005**.

RSTARS Closing for April

May 15th is the last day for posting April transactions. The month of April will be closed on the morning of May 16th.

APDICS Inventory Change

On May 4, 2006 ADPICS Job Tickets will no longer appear on the 2411 screen. All Job tickets will appear on the 2410 screen. If you have any questions, give us a call.

Upcoming Meetings



The next **PUG** meeting (Procurement User's Group) will be held on June 6, 2006 at 1:30 pm at MDOT HQ Testing and Training Conference room located at 7201 Corporate Center Drive, Hanover, MD.

The next **ADPICS Committee Meeting** will be held on May 2, 2006 beginning at 1:30 pm at MDOT HQ Testing and Training Conference room located at 7201 Corporate Center Drive, Hanover, MD. (The ADPICS Committee meeting will be testing a new feature in the 9210 mailbox screen.)

Security Rules for Passwords Within FMIS



We often get questions regarding the password rules for the mainframe. The Annapolis Data Center actually establishes these rules. ACF2 is the security software used by the ADC to protect data against unauthorized or accidental access. Access to data is granted by ACF2 based on the logonid of the user. The access rights of users are established in the ACF2 "rules", which are managed by the ADC security officers and the agency security officers. These "rules" are as follows:

1. Each user will be assigned a unique logonid and a password.
2. The sharing of logonids and passwords is prohibited.
3. Logonid passwords should be known only to the individual to whom the logonid is assigned.
4. The password must be eight characters long and may not contain any blanks or special characters.
5. The password must be a mix of alphabetic and numeric characters (at least one of each type).
6. Passwords cannot contain more than two consecutive identical characters.
7. Passwords cannot contain **reserved words**.

Reserved Words

ACF2 will not allow users to create passwords that begin with any of the

words or character strings listed in the Reserved Word Prefix List. The reserved word prefixes are listed below:

1234	ACF2	ADC	APPL	APR	ASDF	AUG	BASIC
CADAM	CICS	COM	DEC	DEMO	FEB	FMIS	FOCUS
GAME	IBM	ITD	JAN	JUL	JUN	LOG	MAR
MAY	NET	NEW	NOV	OCT	PASS	ROS	SEP
SIGN	SYS	TEST	TSO	VALID	VTAM	XXX	

8. ACF2 requires that passwords be changed, at a minimum, every forty-five (45) days. Users may change their passwords more frequently, if desired, but should not do so more often than once every five (5) days.

9. To limit password reuse, ACF2 will not allow a user to change his or her password to any of the ten previous passwords he or she has most recently used.

Remember ...

With Year End Close approaching, you can always email us. Just make sure you give us your name, Agency, phone number, and a brief description of the problem or question. Make sure you have something in the Subject of the email or it will not be delivered to us.

We will do our best to continue serving you as soon as possible.

servdesk@dbm.state.md.us

Look to the BBS for information related to FMIS YEC issues!

<http://www.dbm.state.md.us/bbs>

user id - bbsuser
password - bbsstate1

